

Selectboard Meeting Minutes

Monday, November 12, 2018 at 7pm at the Calais Town Offices

Present: Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Sharon Winn Fannon (Member), Clif Emmons (Member), Katie Lane-Karnas (Recording Secretary), Jerome Lipani (ORCA), Steve Gray, Dillon Burns, Jan Ohlsson (Lister and Planning Commission Chair), Andy Felice

1. Call to Order: Denise Wheeler called the meeting to order at 7:04 pm.
2. Public Comment: Rose Pelchuck reported that she received complaints about winter road conditions this past weekend and commented on her own experience this past weekend on Calais roads that were not sanded.
3. Review, Additions/Changes to Agenda: None.
4. Updates/Reports:
 - a) Road Commissioner and Operations Manager: The Road Commissioner and Operations Manager were not present.
 - b) Treasurer: This item was not needed.
 - c) Town Clerk: This item was not needed
 - d) Town Hall Renovation Committee: Denise Wheeler commented that the renovation is still in the process of septic evaluation and design, and the Committee will have updates after Wednesday's meeting.
 - e) Act 46 Update: Denise Wheeler commented that there is a school board meeting this Thursday evening at the school, John Brabant noted that the State Board of Education is meeting to vote on forced mergers this Thursday at the Barre Elks Lodge.
 - f) CVRPC: John Brabant reported that the Clean Water Advisory Committee met last week and provided feedback on the Winooski River plan. He shared information regarding the plan's limit in scope in terms of items that it considers for management, while overlooking sampling for other items that affect the river in runoff (especially pesticides).
5. Mountain Tamers Snowmobile Club & VAST: Steve Gray attended, mentioning that the Mountain Tamers Club has been organized since 1970. He proposed their annual request for use of Town Highways for the 2018-2019 season. This includes eight sections of road in Calais, with six sections for local access and only two sections included in the state VAST (Vermont Association of Snow Travelers) map. Discussion included membership, trail locations, property owner communication, trail grooming, and the club's 2017 award for Best Groomed Trails in the state of Vermont.

Denise Wheeler motioned to approve the Mountain Tamer's request for plowed highway use for the snowmobilers for the 2018-19 season. Rose Pelchuck seconded, and the motion passed unanimously.

6. Office Maintenance: The Chair reported that the Town currently pays Andy Felice \$50 per month for minor maintenance items such as changing lightbulbs, smoke detector batteries, etc. The Board reviewed some outdated documents on office building maintenance and began discussion with Andy Felice, who was in attendance, regarding additional routine maintenance at the Town Office (and eventually the Town Hall). The Board planned to reconvene with Andy Felice to continue discussion on what a job description and compensation may be; they are in the planning stages of considering this maintenance need and budget request for Town Meeting. Andy Felice and the Board discussed coordinating on a roof leak issue and potential solutions for this winter. The Board thanked Andy Felice for his efforts to continue to make room in his work schedule for service to the Town.
7. Budget/Town Report Items:
 - a) Swim Committee: Katie Lane-Karnas and Dillon Burns attended to share the Swim Committee's annual report and budget request (\$2,700). Discussion included the 2018 swim program and the Committee's responsibilities for maintenance, dock and raft replacement, advertising and outreach, trash removal and water testing. The Board asked the Committee about fundraising in their planning. The Committee will provide their Policies and Procedures document for the Selectboard to review and adopt.
 - b) Listers: The Board and Lister Jan Ohlsson discussed the remaining balance in the Listers' fund and remaining expenses expected for the current fiscal year. The Board discussed the cost of record digitization, and the Chair posed the question of whether the Town has the authority to require a digitized copy of a land record from a resident when filing. Jan Ohlsson reported that the listers are on target for their remaining funds and budgeting. She also brought to the Board's attention the challenge of finding residents who have the aptitude, time and long-term commitment to training and serving as listers; they considered potential routes in planning for the current listers' inevitable retirements. The Board considered putting an article on the Town Meeting warning to give the Selectboard the authority to hire an assessor.
 - c) Zoning Administrator and Assistant Zoning Administrator: The Board and Planning Commission Chair Jan Ohlsson discussed the amount of work that zoning entails and thinking ahead about planning for the retirement of current Zoning Administrators. They discussed the benefits of hiring Zoning Administrators who do not live in the town in which they are performing Zoning Administrator duties and considered how much the line item may be budgeted for in case of hiring for the position. The Board agreed on the value that Jan Ohlsson's work brings to the Town; they considered the overwhelming length of the Town Plan and whether it could be made more succinct for ease of use.
 - d) Office/Selectboard/Highway: The Selectboard reviewed a few line items on the proposed budget and reminded that there will be an upcoming meeting dedicated to budget work. John Brabant provided historical context on the founding of the Woodbury and East Montpelier Fire Departments and the start of the use of "mutual aid." The Selectboard discussed Calais' budget for Fire and Ambulance, and the historical and current situation of Calais being involved with two fire companies.

8. “Draft” Road Naming Policy: This item was tabled until a subsequent meeting.
9. Credit Card Policy: Rose Pelchuck moved and Clif Emmons seconded to approve the Credit Card Policy, effective November 12, 2018, with Board members stopping by the Town Office to sign it. The motion passed unanimously.
10. Computer Support Discussion: This item was tabled until a subsequent meeting.
11. Chair update, projects, etc.:
 - The Chair reported that there will be no meeting on Monday, November 19, 2018.
12. Review and approve minutes, warrants:
 - a) The Board reviewed the invoices and orders were processed for payment.
 - b) Approval of the minutes was tabled until a subsequent meeting.
13. Executive Session for Personnel Matters: Denise Wheeler made a motion to go into Executive Session at 8:58 pm per 1 V.S.A. subsection 313 (a) (3), personnel matters. The motion was seconded, voted on and carried 5-0. The Board resumed Regular Session at 10:12 pm. The Chair had nothing to report publicly.
14. Adjournment: John Brabant made a motion to adjourn at 10:13 pm. The motion was seconded, voted on and carried 5-0.

Date: 11/12/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 11/26/2018 meeting

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